Choice Training 9-3: September 1 Enrollment Report

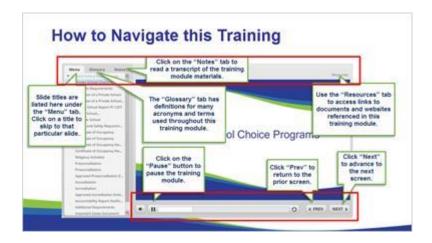## 1. 9-3 September 1 Count Report

1.1 Training 9-3:

Notes:

Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss the September 1 Enrollment Report.

9-3.2 How to Navigate this Training Module

Notes:

Before we start, here are some tips and tools you may wish to use when viewing this training.

When listening to this training please note the buttons at the top of the training screen. Titles to all of the slides in this training are listed under the "Menu" tab on the top left of the training screen. You may watch the training in its entirety, or you may skip to a specific slide by clicking on the title of a particular slide.

Acronyms and terms that are used throughout this training are defined under the "Glossary" tab on the upper left side of the training screen. If you have any questions about a particular acronym or term that is used in this training, click on the "Glossary" tab to read the definition of that acronym or term.

The "Notes" tab has a transcript of the training materials as they are presented. If you wish to read along with the training, please click the "Notes" tab on the upper left side of the training screen.

We have also posted resources related to this training which can be found under the "Resources" link on the upper right hand side of the training screen.

Next please note the buttons at the bottom of the training screen. If you want to pause on or during a specific slide, please hit the "Pause" button. Clicking the "Prev" button will allow you to return to the previous slide and clicking the "Next" button will allow you to advance to the next slide, if you wish to advance sooner than the auto-timing.

9-3.3 September 1 Enrollment Report Overview

September 1 Enrollment Report Overview

- Reports the number of students <u>enrolled</u> at the school as of September 1st
- Provides to the DPI, a list of the choice students enrolled at the school as of September 1st.
- Submit the report electronically using OAS.
- Report is due on September 1st.
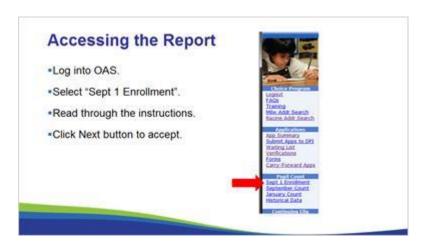- Only the school's Choice administrator can submit the report.

Notes:

The school choice administrator must report the number of students enrolled at the school on September 1. The school will complete this report electronically using the online application system or OAS. The report is due to DPI on September 1. Only the school's Choice administrator can submit the September 1 enrollment report. The designee can help with the preparation of the report, but only the school's Choice administrator can submit the report.

It is important for the school to complete this report as this report is the basis for the September Choice payment to the school.

9-3.4 Accessing the Report

Notes:

To access the September 1 enrollment report log into OAS . From the navigation bar on the left of the screen, click on Sept 1 Enrollment. Read through the instructions that are displayed when this report is selected. Then click the Next button to accept that you have read the instructions and are responsible for the data being correct.

The choice administrator will need to complete a September 1 enrollment report for each program that the school participates in. For example, if your school participates in the MPCP, RPCP and WPCP, your school will complete three September 1 enrollment reports. A report must be completed for each program the school participates in, even if the program does not currently has any Choice students.

9-3.5 Viewing Students

Notes:

This screens shows the students who have applications that have been "submitted". The students are listed by grade.

9-3.6 Viewing Students

Notes:
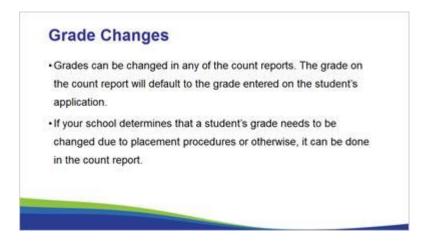
To navigate the report, you can use the back and next buttons on the right above the

listing of students. If you have more students than will display on one page, in the center above the listing of students you can select a page number to move to that page of the report. The save button will also move you to the next page.

It is recommended to save often and to save each page. If the system times out, you may lose some of your changes that haven't been saved.

9-3.7 Grade Changes

Grade Changes

- Grades can be changed in any of the count reports. The grade on the count report will default to the grade entered on the student's application.

- If your school determines that a student's grade needs to be changed due to placement procedures or otherwise, it can be done in the count report.

Notes:

The grade on the count report will default to the grade on the student's application. The school can change the grade on the count report. The grade change may be due to a change in placement for the student.

If the school is aware of any required grade changes for WPCP students, the school should notify DPI no later than May 1 so that the random draw is properly completed.
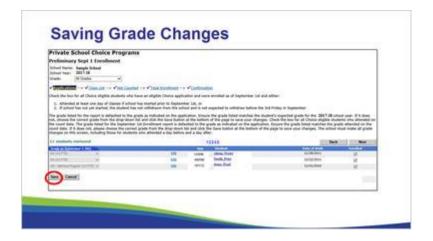
9-3.8 Grade Changes Drop-down Menu

Notes:

To change a student's grade, select the new grade from the drop-down menu. Only the grades listed on the school's Intent to Participate form will be listed. If the student attended a grade that is not listed, contact DPI using the contact information at the end of this training.

9-3.9 Saving Grade Changes

Notes:

After changing the grade, click the "save" button to save your changes.

9-3.10 Select Enrolled Students

Notes:

Review each student and determine if the student has an eligible Choice application and is enrolled as of September 1. The student should have attended at least one class if school has started prior to September 1 or if school has not yet started, the student is enrolled and the family has indicated that the student intends to attend.
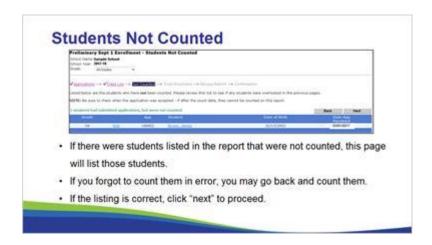
9-3.11 Class List/Summary Page

Notes:

Once the applications page has been completed the next button will take you to the Class List screen. This gives a summary of each student counted by grade level. Click the next button to proceed to the students not counted screen.

9-3.12 Students Not Counted

Notes:

If there were students listed in the report that were not counted, this report in OAS will list those students. Review the report and if these students should be identified as enrolled, the school may go back and change the enrolled checkbox on the applications screen.

Once this listing is correct, click the "next" button to proceed to the Total Enrollment report.

9-3.13 All Student Count

Notes:

The All Student Count must be updated for the total number of students enrolled at the school for each grade level. This should include Choice and non-Choice students enrolled at the school.

The number for all students should be equal to or greater than the number of Choice students by grade level and in total.

Click on the "next" button to proceed to the Confirmation screen.

9-3.14 Submit to DPI

Notes:

The school's data is now ready to be submitted to DPI.   The administrator may either submit the information if the data is complete or wait to submit the information if there may be additional changes. Only the Choice administrator can submit the report.

Reports must be timely submitted for payments to be generated.

9-3.15 Confirmation Page

Notes:

Once the report is submitted a confirmation screen similar to this will be displayed. The report is locked after submission and the school will not be able to make changes without contacting the DPI staff for assistance.

Notes:

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3.